

## Position Description (PD) for Yucca Mountain Lead Lab Activities

Position Description Number	YM055	
Creation Date of PD	07/24/2006	
Job Title	Data Coordinator	
SNL Dept Name	Technical Data Management System (TDMS)	
SNL Org Number (or TBD)	TBD	
Number of Openings	1	
Description of Position	The position interfaces with Principal Investigators (PI's) and other data submitters to ensure that the structure and content of data submittal packages are in accordance with governing procedures. The position enters metadata into TDMS databases and, as needed, verifies metadata entries made by Technical Database Processors. The position interfaces with RPC as the Records Coordinator for all records/data packages that are submitted by TDMS personnel. The position is responsible for maintaining desktop information documentation of his/her internal work process.	
Required Skills & Experience	See above.	
Desired Skills & Experience (if applicable)	YMP experience is strongly preferred.	
Required Education (Degrees & Levels)		
Desired Education (Degrees & Levels - if applicable)	A degree is not required, but preferred.	
Full Time Position? (Y/N)	Y	
Job Requires lifting 35+ Pounds (Y/N)	N	
Desired Start Date	10/1/06	
Can this position accommodate...		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)

Please Select All Related WBS Elements for this PD  
(required for distributing PDs to contract providers for sourcing)

WBS Elements of 1.5.01	Name	
1.5.01.06	Information Management	X
WBS Elements of 1.5.03		
1.5.03.13	Technical Data Management – Project Operations	X

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